



## **Petition for Reinstatement Instructions**

## **REINSTATEMENT OF CREDENTIALS AFTER REVOCATION FOR MISCONDUCT**

Reinstatement of a credential following revocation for misconduct requires approval of the Commission on Teacher Credentialing, based on its evaluation of the rehabilitation of the person seeking reinstatement. *You may request reinstatement after one (1) year has passed since the effective date of the revocation. Please note--you are not required to request reinstatement of a suspended credential. Suspended credentials are reinstated automatically at the end of the suspension period. If you are requesting reinstatement of a credential that you voluntarily revoked with no allegations of misconduct pending, you do not need to file a Petition for Reinstatement. You need only complete and submit a credential application form along with a letter requesting reinstatement.*

After complete documentation has been received by the Commission, the petition will be scheduled for consideration by the Commission at the earliest possible date. Information regarding a personal appearance before the Commission will be included with notice of the hearing date.

**You must submit a separate application and fee for each credential you wish to have granted or reinstated.**

**To petition the Commission for reinstatement, you must provide the following:**

1. a completed Petition for Reinstatement;
2. a declaration (a statement signed under penalty of perjury) containing information you wish the Commission to consider;
3. a completed application Form 41-4, along with the required fee, for each credential sought to be reinstated;
4. two (2) legible Live Scan Fingerprint Form 41-LS executed by an approved government agency along with the required fingerprint fees; and
5. any other information as may be required by the Commission.

You may also submit information to the Commission which you consider relevant to your petition and your rehabilitation.

You will be afforded an opportunity to present any evidence which you feel may assist the Commission in evaluating your petition.

Materials in mitigation that you may have provided in a prior Petition for Reinstatement will not be considered by the Commission unless you resubmit them for consideration in this Petition hearing. Credential application fees are not refundable.

If you wish further information, you may inquire at:

**Commission on Teacher Credentialing  
Legal Office  
1900 Capitol Avenue  
Sacramento, CA 95811-4213  
[ecotera@ctc.ca.gov](mailto:ecotera@ctc.ca.gov)**

**BEFORE THE  
CALIFORNIA COMMISSION ON TEACHER CREDENTIALING  
STATE OF CALIFORNIA**

In the Matter of: )  
 )  
 )  
----- )  
(Name of Petitioner in upper case) )  
 )  
 )  
\_\_\_\_\_ )

PETITION FOR  
REINSTATEMENT

\_\_\_\_\_, Petitioner, declares  
(Name of Petitioner in normal case)

**I**

Petitioner hereby petitions for reinstatement and in support sets forth the facts contained in petitioner's attached declaration.

**II**

Petitioner attaches to this petition and incorporates by reference Petitioner's declaration and other material in support of this petition.

**WHEREFORE** Petitioner prays that Petitioner's credential(s) be reinstated.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_



## **GOVERNMENT CODE SECTION 11522**

### **REINSTATEMENT OF LICENSE OR REDUCTION OF PENALTY**

A person whose license has been revoked or suspended may petition the agency for reinstatement or reduction of penalty after a period of not less than one year has elapsed from the effective date of the decision or from the date of the denial of a similar petition. The agency shall give notice to the Attorney General of the filing of the petition and the Attorney General and the petitioner shall be afforded an opportunity to present either oral or written argument before the agency itself. The agency itself shall decide the petition, and the decision shall include the reasons therefore, and any terms and conditions that the agency reasonably deems appropriate to impose as a condition of reinstatement. This section shall not apply if the statutes dealing with the particular agency contain different provisions for reinstatement or reduction of penalty.